

High School Configuration

- Athletic Department Structure
- Coaching Evaluation Process



West Bend School District

Head Coach Professional Summative Evaluation Form

Name:	Conference Date:
Position:	Season:

This evaluation document is based upon observations of the staff member. It also assesses areas that include, but are not limited to:

- Domain 1 - Program Development
- Domain 2 - Administrative Responsibilities
- Domain 3 - Athlete/Parent/Alumni/Media Relationships
- Domain 4 - Knowledge of Sport
- Domain 5 - Youth Programming
- Domain 6 - Productivity

Head Coaches: Fill in just the Coach Self-Reflection section for each area. Boxes are to be filled by Athletic Director.

1. Program Development -

Unsatisfactory ☐ Basic ☐ Proficient ☐ Distinguished ☐

Coach Self Reflection:

Athletic Director's Comments:

2. Administrative Responsibilities-

Unsatisfactory ☐

Basic ☐

Proficient ☐

Distinguished ☐

Coach Self Reflection:

Athletic Director's Comments:

Administrative Responsibilities Checklist

	<u>YES</u>	<u>NO</u>
1. Watch WIAA rules interpretation video	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed WIAA sports rules exam	<input type="checkbox"/>	<input type="checkbox"/>
3. Keys returned	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of team rules and philosophy on file	<input type="checkbox"/>	<input type="checkbox"/>
5. Uniforms cleaned and returned. Location _____	<input type="checkbox"/>	<input type="checkbox"/>
6. First aid kit returned if one was issued by Trainer	<input type="checkbox"/>	<input type="checkbox"/>
7. Team lockers cleaned out	<input type="checkbox"/>	<input type="checkbox"/>
8. Date and location of award presentation _____	<input type="checkbox"/>	<input type="checkbox"/>
9. List of final team roster to Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>
10. List of awards to Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>
11. Submit Season Summary Report	<input type="checkbox"/>	<input type="checkbox"/>
12. List of athlete's names with financial or equipment obligations	<input type="checkbox"/>	<input type="checkbox"/>
13. Submit inventory sheet to Athletic Director	<input type="checkbox"/>	<input type="checkbox"/>
14. Purchase order protocols followed	<input type="checkbox"/>	<input type="checkbox"/>
15. Completed self evaluation	<input type="checkbox"/>	<input type="checkbox"/>
16. Clinics attended: _____		

3. Athlete/Parent/Alumni/Media Relationships -

Unsatisfactory ☐ Basic ☐ Proficient ☐ Distinguished ☐

Coach Self Reflection:

Athletic Director's Comments:

4. Knowledge of Sport-

Unsatisfactory ☐ Basic ☐ Proficient ☐ Distinguished ☐

Coach Self Reflection:

Athletic Director's Comments:

5. Youth Programming -

Unsatisfactory ☐ Basic ☐ Proficient ☐ Distinguished ☐

Coach Self Reflection:

Athletic Director's Comments:

6. Productivity –

Unsatisfactory ☐

Basic ☐

Proficient ☐

Distinguished ☐

Coach Self Reflection:

Athletic Director's Comments:

7. Suggested area(s) for Professional Development:

8. Receipt of Evaluation Form:

Athletic Director: _____ Date: _____

Head Coach*: _____ Date: _____

**My signature is only an acknowledgement that I have read this evaluation.*

Unsatisfactory	0
Basic	1
Proficient	2
Distinguished	3

Domain	Grade	Multiplier	Score
Program Development		2	
Administrative Responsibilities		1	
Athlete/Parent/Alumni/Media Relationships		3	
Knowledge of Sport		2	
Youth Programming		1	
Productivity		3	

**Final
Score:**